



## **COMMERCIAL BUSINESS LICENSE APPLICATION PACKET**

- If you're looking for information on starting a new business please refer to [www.business.utah.gov](http://www.business.utah.gov).
- All Federal and State requirements pertaining to your business must be completed before submitting your application to Cottonwood Heights.
- To register a new business you can go to [www.business.utah.gov/registration](http://www.business.utah.gov/registration) for one stop registration.
- Your business name must be registered with the Utah State Department of Commerce, (unless you are doing business under your own name). Verification must be provided
- If applicable you will need an Employer Identification Number, (Federal Tax ID number) and/or a Utah State Sales Tax Numbers.
- If your business or occupation requires State Licensing, (contractor, cosmetology, insurance, etc.). Verification must be provided.
- Bonding and Investigations may be needed, depending on business type.
- All applications must be filled out completely; missing information may cause a delay in processing.
- Licensing Fee: Based on the attached fee schedule.
- Once a business license application and fees are submitted processing can take approximately 3-4 weeks; applications requiring Conditional Use Permits and Health Department approval may take longer.
- If you have any questions please contact Business Licensing at (801)944-7067 or [businesslicense@ch.utah.gov](mailto:businesslicense@ch.utah.gov).

## **NEW BUSINESS COMPLIANCE CHECKLIST**

This is only a guideline. Depending upon your business type this list may not be complete. Please contact the agencies listed for help in deciding which items apply to your specific business situation. It is the responsibility of the owner/manager to seek out all governmental agencies involved in the regulations of their business.

### **ZONING**

Contact your local zoning office to ensure that your business location is properly zoned for commercial use.

Cottonwood Heights

Place: 1265 East Fort Union Blvd. #250

Phone: (801) 944-7060 [mjohnson@ch.utah.gov](mailto:mjohnson@ch.utah.gov)

### **REGISTRATION OF A BUSINESS NAME**

All persons or partners doing business in Utah under an assumed business name must register with the Department of Commerce. A \$22.00 filing fee is charged.

Place: Heber Wells Building, 160 East 300 South

Phone: (801) 530-4849 [www.commerce.utah.gov](http://www.commerce.utah.gov)

### **FEDERAL EMPLOYER'S TAX I.D. NUMBER**

Every person without a previous tax number who pays wages to one or more employees or is required to file any federal reports must apply for a tax number on Form SS-4 with the IRS.

Place: 50 South 200 East

Phone: 1-800-829-1040 [www.irs.ustreas.gov/formspubs/index.html](http://www.irs.ustreas.gov/formspubs/index.html)

Contact the IRS for information related to income, excise, self-employment and other federal taxes. The IRS also provides a Business Tax Kit and Tax Seminar for businesses. The seminar will provide you with basic instructions and forms for reporting federal taxes on your business.

Place: 50 South 200 East

Phone: 1-800-829-1040 [www.irs.gov](http://www.irs.gov)

### **STATE TAX INFORMATION**

For information related to income tax, sales and use taxes, and other applicable state taxes as well as information concerning applications for a state tax number contact the Utah State Tax Commission.

Place: 210 North 1950 West

Phone: (801) 297-2200 [www.tax.utah.gov](http://www.tax.utah.gov)

### **STATE BUSINESS LICENSE**

Under certain circumstances, a special state business license may be required for your business. Usually, only professionals need a state business license, i.e. CPA's, doctors, contractors, etc.

Place: Heber Wells Building, 160 East 300 South

Phone: (801) 530-6628 [www.dopl.utah.gov](http://www.dopl.utah.gov)

### **HEALTH DEPARTMENT SERVICES**

Place: 788 East Woodoak Lane (5400 South)

Environmental Health

Phone: 313-6600

Food Protection

Phone: 313-6620 [www.slvhealth.org/eh](http://www.slvhealth.org/eh)

### **ALCOHOLIC BEVERAGE CONTROL**

Contact the State Department of Alcoholic Beverage Control if you plan on selling ANY ALCOHOL OR BEER on premise.

Place: 1625 South 900 West

Phone: (801) 977-6800 [www.abc.utah.gov](http://www.abc.utah.gov)

### **UTAH STATE CHILD CARE**

Contact the State Office of Licensing if you plan on opening a child care/day care center at your home or in a commercial location.

OFFICE OF LICENSING:

Place: 120 North 200 West

Phone: (801) 538-4034 [www.health.utah.gov/licensing](http://www.health.utah.gov/licensing)

### **MOTOR VEHICLE ENFORCEMENT**

Contact the DMV for dealer, auto body, and vehicle licensing.  
Place: 210 North 1950 West  
Phone: (801) 297-2600

### **MINIMUM WAGE LAWS**

Many businesses are subject to federal minimum wage, overtime and child labor law regulations. Contact the U.S. Department of Labor, Wage, Hour and Public Contracts Division.  
Place: 10 E. South Temple St. Federal: [www.dol.gov/dol/topic/wages/minimumwage.htm](http://www.dol.gov/dol/topic/wages/minimumwage.htm)  
Phone: (801) 524-5706 State: <http://jobs.utah.gov/opencms/wi/pubs/wni/>

### **UNEMPLOYMENT INSURANCE**

Unemployment insurance, both state and federal, is generally required in firms with one or more employees. Contact the Department of Workforce Services.  
Place: 140 East 300 South  
Phone: (801) 526-9675 <http://jobs.utah.gov/ui/Employer.asp>

### **WORKERS COMPENSATION FUND**

Workers compensation insurance is required of all employers. Insurance may be obtained from private companies or the State Insurance Fund. Contact the Industrial Commission Workers Compensation Division. Businesses without employees may be required to complete an exclusion policy.  
Place: 160 East 300 South  
Phone: (801) 530-6800

### **PROPERTY TAXES**

Property taxes are levied on land, building and equipment used in business. Contact the County Assessor.  
Place: 2001 South State Street  
Phone: (801) 468-3050 [www.assessor.slco.org](http://www.assessor.slco.org)  
For cost or price, contact the Treasurer's Office at (801) 468-3400.

### **BUREAU OF CRIMINAL IDENTIFICATION**

Contact BCI for a criminal history disclosure, i.e. felony or misdemeanor citations, etc.  
Place: 3888 West 5400 South (Take 2700 West South to 5400 S. Turn West. Just beyond Bangerter HWY. behind McDonalds)  
Phone: (801) 965-4445 [www.bci.utah.gov](http://www.bci.utah.gov)

### **TOBACCO/CIGARETTES SALES**

If you sell cigarettes and/or tobacco you must obtain a license from the Utah State Tax Commission.  
Place: 210 North 1950 West  
Phone: (801) 297-3540 [www.tax.utah.gov/tobacco](http://www.tax.utah.gov/tobacco)

### **IMPORT/EXPORT LICENSING**

If you are interested in importing or exporting into Utah contact the following agencies for rules and regulations.  
**US Customs:**  
**Importing** [www.customs.gov/xp/cgov/import/](http://www.customs.gov/xp/cgov/import/)  
**Exporting** [www.customs.gov/xp/cgov/export/](http://www.customs.gov/xp/cgov/export/)  
**Utah Exporting:**  
<http://www.buyusa.gov/utah/>

### **BULK SALES ACT**

When purchasing a business, the purchaser is potentially subject to liability for all debts of the acquired business. Compliance with the Utah Bulk Sales Act is a means of limiting this liability. Seek competent legal advice in order to comply with this act.

### **SAFETY REGULATIONS**

Contact the Department of Occupational Safety and Health (UOSHA)  
Place: Heber Wells Building, 160 East 300 South  
Phone: (801) 530-6901 <http://laborcommission.utah.gov/UOSH/index.html>

### **BETTER BUSINESS BUREAU**

### **CONSUMER PROTECTION**

### **DEPARTMENT OF AGRICULTURE**

### **DIVISION OF FINANCE**

(801) 892-6009

(801) 530-6601

(801) 538-7100

(801) 538-8838

### **DIVISION OF REAL ESTATE**

### **INSURANCE DIVISION**

### **SOCIAL SECURITY**

(801) 530-6747

(801) 538-3800

(801) 268-1060

### **GENERAL ADMINISTRATION FEES**

All business licensees are subject to the following general administration fees, which are levied and imposed to cover the city's administrative costs associated with its business licensing activities.

	<b>Base Fee</b>
New Business Fee (Commercial)	\$170.00
Renewal Fee (Commercial)	\$120.00
New / Renewal Home Occupation Fee	\$100.00
New / Renewal Home Occupation Fee (Grossing less than \$1500 per year)	\$ 50.00
Temporary License Fee	\$ 80.00
Special Event License Fee	\$100.00

### **DISPROPORTIONATE FEES BASED ON SPECIAL REGULATIONS/INSPECTIONS** **AND** **DISPROPORTIONATE FEES BASED ON DISPROPORTIONATE CALLS FOR SERVICE**

The following business license fees are in addition to the general administration fees specified above, and are charged to recover the city's disproportionate cost of special regulations/inspections and 25% of the disproportionate cost of calls for service from police and fire departments that exceeds the basic level of such services provided in the city. Total business license fees are determined by adding the general administration fee, any applicable disproportionate fees, and any enhanced level of service fees applicable to a business; provided, however, that for the business classifications specified below, such total is restricted to 125% of the average total business license fees paid in 2006 by businesses of the same classification. The business classifications to which the 125% limit applies, and the dollar amount of the limit for each such business classification, is shown below.

	<b>Special Regulation/ Inspection</b>	<b>Disproportionate Calls for Service</b>	<b>125% Limit*</b>
Apartments	\$25 per location		Does not apply
Alcohol	\$443 per location		Does not apply
Assisted Living/Nursing Homes	\$150 per location	\$2.50 per bed	Does not apply
Big Box Retail (40,000, or more sq feet of floor area)	\$265 per location	\$8.75 per employee	Does not apply
Commercial Day Care/Preschool	\$555 per location	\$60 per location	\$297
Home Day Care/Preschool	\$555 per location		\$153
Convenience Store/Service Stations	\$133 per location	\$477 per location	\$980
Financial Services	\$208 per location	\$224 per location	Does not apply
Retail Fireworks	\$38 per location		Does not apply
Food and Grocery Stores	\$265 per location	\$1,615 per location	\$2,417
Medical Services		\$50 per location	Does not apply
Pawn Brokers	\$340 per location	\$410 per location	Does not apply
Pharmacies	\$40 per location		Does not apply
Private Clubs	\$265 per location	\$1,197 per location	\$1,051
Repair and Maintenance (Motor Vehicle)		\$150 per location	\$176
Restaurants (without Alcohol)	\$265 per location	\$195 per location	\$471
Restaurants (with Alcohol)	\$265 per location	\$195 per location	\$1015
Sexually Oriented Businesses		\$1,650 per location	Does not apply
Short Term Rentals – Conditional Use Permit	\$350 per unit		Does not apply
Special Events	\$168 per event		Does not apply
Solicitors	\$25 per solicitor		Does not apply

\* This 125% Limit applies to the total aggregate fee which includes all administration fees, regulatory and inspection fees and disproportionate (call for services) fees. For example, a grocery store would have a administrative fee of \$120 an inspection fee of \$265, and if they sell alcohol a regulatory fee of \$443, and if they sell fire works a regulatory fee of \$38 and a fee to cover 25% of disproportionate calls for service of \$1,615, all totaling \$2,480. The 125 limit would apply and that limit would be \$2,417.

Date \_\_\_\_\_



## COTTONWOOD HEIGHTS FIRE DEPARTMENT SELF PRE-INSPECTION

This form is intended to help Business Owners do a pre-inspection of their business, prior to the Local Fire Station Inspections.

### EXITS

- |                |                          |   |
|----------------|--------------------------|---|
| IFC 1003.2.8   | <input type="checkbox"/> | No obstructions, including storage, allowed in exit ways.             |
| IFC 1003.3.1.8 | <input type="checkbox"/> | Exit doors shall be unlocked during business hours.                   |
| IFC 1003.2.8   | <input type="checkbox"/> | Exit pathways shall be clear of obstructions and combustible storage. |

### FIRE EXTINGUISHERS

- |                    |                          |  |
|--------------------|--------------------------|--|
| IFC 906.1 thru 10. | <input type="checkbox"/> | Minimum Rating 2A:10BC - 1500 Square Feet, Serviced annually<br>Mounted not more than 5' above floor and no closer than 4".<br>Extinguishers shall be accessible. Type K for deep fat fryers.<br>Extinguishers shall be tagged with current inspection cert. |
|--------------------|--------------------------|--|

### FIRE PROTECTION SYSTEMS

- |                 |                          |  |
|-----------------|--------------------------|--|
| IFC 1001.5.1    | <input type="checkbox"/> | All sprinkler systems, fire hydrant systems, standpipe systems, fire alarm systems, portable fire extinguishers, smoke and heat ventilators, smoke removal systems, and other fire-protective or extinguishment systems or appliances shall be maintained in an operative condition at all times and shall be replaced or repaired when defective. |
| NFPA 13, 8.1(1) | <input type="checkbox"/> | Sprinkler systems shall be installed throughout the premises.<br>Including under stairs and larger closets.  |
| IFC 906.3.4     | <input type="checkbox"/> | All system valves shall be locked in the open position and electrically monitored, valves shall be accessible and unobstructed.  |
| NFPA 25, 12.7   | <input type="checkbox"/> | Fire department connection (FDC) caps in place and swivels work freely.<br>FDC and indicating valve painted.   |
| IFC 315.2       | <input type="checkbox"/> | Storage shall be maintained 18" below sprinkler heads, or 24" below the ceiling in non-sprinkled buildings.  |

### FIRE ALARM SYSTEMS

- |                 |                          |   |
|-----------------|--------------------------|---|
| IFC 907/NFPA 72 | <input type="checkbox"/> | All fire alarm systems shall be installed, inspected, tagged, repaired and serviced according to the requirements of NFPA 72 Fire Alarm Code. |
| IFC 907.10.1    | <input type="checkbox"/> | Visible alarm notification appliances shall be provided in public areas/common areas.   |

- |                |                          |  |
|----------------|--------------------------|--|
| IFC 907.10.1.2 | <input type="checkbox"/> | Where employee work areas have audible alarm coverage, the wiring system shall be designed so that visible alarm notification appliances can be integrated into the alarm system.  |
| IFC 907.10.2   | <input type="checkbox"/> | Audible fire alarm notification devices shall have a distinctive sound and for no other purpose other than that of the fire alarm. The sound shall have a decibel level at 15 dbs over the average ambient sound of an area. |
| IFC 907.20.5   | <input type="checkbox"/> | The building owner shall be responsible for ensuring that the fire and life safety systems are maintained in an operable condition at all times. Repairs shall be made by a certified fire alarm system technician.          |

### **MECHANICAL**

- |              |                          |   |
|--------------|--------------------------|---|
| IFC 3.15.3.2 | <input type="checkbox"/> | No storage of combustibles adjacent to water heaters, boiler equip, heaters, etc. |
| IFC 312.1    | <input type="checkbox"/> | Gas meter shall be protected and accessible.                                      |

### **ELECTRICAL**

- |           |                          |   |
|-----------|--------------------------|---|
| IFC 605.6 | <input type="checkbox"/> | Cover plates are required on outlets, switches, and junction boxes.   |
| IFC 605.5 | <input type="checkbox"/> | Extension cords may not be used as a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extend through walls, ceilings floors, under doors or floor coverings. |
| IFC 605.3 | <input type="checkbox"/> | Main electrical panels require a minimum clearance of 30".  |

### **HOUSEKEEPING**

- |              |                          |   |
|--------------|--------------------------|---|
| IFC 3003.3.3 | <input type="checkbox"/> | All compressed gas cylinders in service or storage shall be secured.  |
|              | <input type="checkbox"/> | Dumpsters shall not be placed within 10' of combustible walls, openings or combustible roof eave lines (25' for schools). |
| IFC 315.3.2  | <input type="checkbox"/> | Boiler rooms, mechanical rooms, and electrical panel rooms shall not be used for storage of combustibles.                 |
| IFC 1009.5.3 | <input type="checkbox"/> | No storage under stairs unless protected by 1-hour fire resistive construction, or fire sprinkled.                        |